

**INGHAM COUNTY
JOB DESCRIPTION**

EXECUTIVE SECRETARY - SHERIFF

General Summary

Under the supervision of the Sheriff, provides secretarial and administrative support to the Sheriff, Undersheriff, Chief Deputy Sheriff, and other command staff. Coordinates public relations functions of the Sheriff's Office, and serves as liaison between the Sheriff's Office and the general public, other police agencies, elected officials, Board of Commissioners, other Sheriffs, and County Department Heads. Maintains all confidential records, grievances, discharges, and other confidential material. Assists the Sheriff with administrative functions.

Essential Functions

1. Provides a variety of secretarial and administrative support services for the Sheriff, Undersheriff, Chief Deputy Sheriff, and other command staff, includes typing letters, reports, internal investigative reports, and other documents, answering telephone calls, scheduling appointments, and preparing and maintaining files. Transcribes tapes dictated by Command Officers when of a sensitive nature involving internal investigations.
2. Gathers background information and assists with documents related to employee relations issues, including typing and maintaining collective bargaining notebooks, disciplinary action materials, and other documents related to employee relations. Maintains personnel files for Sheriff's Office staff.
3. Gathers, records, and files all confidential material for personnel management matters including those related to personnel files, disciplinary actions, grievances, administrative hearings and lawsuits.
4. Responds to staff inquiries regarding personnel and administrative procedures and serves as liaison with the Human Resources Department. Processes Personnel Action Requests for new hires, terminations, retirements, promotions, and transfers.
5. Organizes and schedules meetings for various boards and committees that the Sheriff sits on. Assists in the preparation of resolutions for standing committees of the Board of Commissioners.
6. Attends Sheriff's Staff Meetings and Field Services Command Meetings; takes, transcribe, and distributes meeting minutes.
7. Receipts and distributes moneys received at the Sheriff's Office. Maintains depository bank account and reports monthly reconciliations to Financial Services.
8. Maintains petty cash fund for travel expenses of the Transport Division and for miscellaneous expenses of the Sheriff's Office.
9. Prepares and sends bills to the State of Michigan for transport of prisoners to various state facilities.
10. Obtains information from persons to be deputized, completes deputy cards and departmental identification cards, and maintains deputization files.

11. Coordinates and publishes quarterly departmental newsletter, includes writing columns and coordinating and getting input from other employees writing columns.
12. Maintains forms needed by employees, including notary forms, tax forms, insurance requests, and sends same to appropriate County or State offices.
13. Assists with various special projects, including awards ceremonies, retirement parties, and departmental yearbook.
14. Arranges travel to meetings and conferences for the Sheriff, Undersheriff, and Chief Deputy Sheriff, includes preparing travel advances and reconciling same.
15. Provides back-up support to the Records Clerk-Sheriff and to the Office Coordinator-Sheriff, as needed.

Other Functions

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: High school graduation with some advanced course work in data processing, secretarial, and related areas.

Experience: Four years of progressively more responsible secretarial, records processing, or related administrative experience, with at least two years of experience with a law enforcement agency or in a closely related setting.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

